Purchasing Card Proxy Quick Reference Guide

1. Approve all P-Card charges in OMNI by **12:00pm on Monday**. If the main proxy will be unavailable, the backup proxy must approve charges by the deadline. Any transaction not approved by the deadline will be "Forced" approved by P-Card Staff which will result in more audits and/or disciplinary action for your department.

2. The monthly Reconciliation Form must be completed (available around the 15th of every month) and faxed/ emailed by the due date on the form or risk cardholder suspension.

3. Use the following OMNI Financials queries to research information.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSU_DPT_PCARD_TRANS_INFO</td>
<td>P-Card Transaction information by Employee ID, Transaction Dates, and Dept ID including information on multiple allocated budgets, proxy approver and date approved</td>
</tr>
<tr>
<td>FSU_DPT_PCARD_PROXYUSERS</td>
<td>Listing of proxies and cardholders / department(s) they proxy for</td>
</tr>
</tbody>
</table>

Query Guides: [Using the Purchasing Card Query](#) & [Running Queries](#)

4. Use appropriate Controller-recommended [Account Codes](#) and input short, accurate descriptions in OMNI for the items cardholders purchase. Descriptions must be specific, as space allows, rather than inputting general “office supplies” or “lab supplies” etc. If the purchase is unusual or could be considered questionable, extra details in the OMNI description can prevent questions from auditors.

5. **Never allow a cardholder to share their card with you** (only the cardholder can purchase with their card).

6. Advise the cardholder to check the [Disallowable List](#) and the [FSU Contract Vendors](#) list regularly and do not assume that because the cardholder bought an item on a Purchase Order before, or your director gave them approval, that it is allowed on the P-Card. See below for a sample of items on the Disallowable list that are either prohibited or allowed under particular circumstances.

   **Disallowled**
   - Computers/tablets
   - Promotional/gift items
   - Automatic subscriptions
   - Employee meals/personal purchases
   - Copying/printing other than at UPS Store

   **Special Condition Purchases**
   - Fans, air conditioners, heaters
   - Uniform/employee clothing
   - Memberships
   - Gasoline
   - Furniture

7. The cardholder must provide you an itemized receipt within 3 days of the purchase. You cannot allow a transaction to be “Forced” if the cardholder does not provide you receipts. The cardholder must supply a detailed [Replacement Receipt](#) if an original invoice cannot be obtained (not allowable on projects).

8. Remind your cardholders of their P-Card limits and advise them not to exceed their per vendor per day limits.

   **Cardholder Limits**
   - **Individual Transaction Limit (per Vendor per day):**
     - **Default:** $999
     - **Next Level:** $2,500
     - **Highest Level:** $4,000
   - **Daily Dollar Limit:**
     - **Default:** $3,000
     - **Next Level:** $7,500
     - **Highest Level:** $10,000

   *Dean, Director, or Department Head Approval Required

9. If not already enrolled, sign up for the [P-Card Email Listserve](#) and the [P-Card Blackboard Site](#) to stay informed.

   Any violation of above policies may result in a strike against the cardholder. The third strike may result in loss of cardholder privileges.

More information can be found at [http://purchasing.fsu.edu/Purchasing-Card-Information](http://purchasing.fsu.edu/Purchasing-Card-Information)
OMNI Proxy Approvals Quick Reference Guide

Navigation: Purchasing ➔ Procurement Cards ➔ Reconcile Statement

(Full Online Tutorials Available)

1. “Show All Columns” and “View All” transactions in OMNI

![OMNI Proxy Approvals Quick Reference Guide](image1)

2. Make sure your budget has sufficient funds (check in OMNI or ask your budget manager)

![OMNI Proxy Approvals Quick Reference Guide](image2)

3. Change the account code to match the purchase

Look up Account Code Listing at http://www.purchasing.fsu.edu/Purchasing-Card-Information

![OMNI Proxy Approvals Quick Reference Guide](image3)

4. Receipts
   - Check receipts for disallowable items, tax, full card #
   - Vehicle related purchases MUST have FSU License Tag # written on receipt
   - Match the receipt amount to the OMNI amount

![OMNI Proxy Approvals Quick Reference Guide](image4)

5. Insert a short, accurate description—be specific, as space allows, rather than inputting general “office supplies” etc
   - Vehicle related purchases MUST include FSU License Tag #

![OMNI Proxy Approvals Quick Reference Guide](image5)

6. Approve and Save

![OMNI Proxy Approvals Quick Reference Guide](image6)

7. Exit Reconcile Statement and double check to make sure your work has saved!